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10 December 1963

MEMORANDUM FOR: Deputy Director (Science and Technology)

ATTENTION: [REDACTED]

SUBJECT: Security Violation, 27 September 1963,  
Exposed Classified Material, [REDACTED]  
(Third Security Violation)

1. This memorandum is in response to the request of your office for the administrative action to be taken in this case.

2. I recommend that the mandatory penalty for this third security violation be imposed upon [REDACTED]. I consider that my own laxity in establishing security procedures suitable to a recent increase in the size of my office is an extenuating factor. I suggest that this memorandum be included in her file.

3. My examination of the situation that pertained leads me to this conclusion. I have ascertained that the security check sheet on the two safes which are the last closed in this office show that on 27 September [REDACTED] signed Safe 5043 at 5:15 pm and [REDACTED] signed Safe 5692 at 5:55 pm. I have failed thus far to impose on the office a procedure for an over-all security check with records because until recently the office has consisted of [REDACTED] one other secretary, and myself. We now have a total of six-- [REDACTED] and two secretaries having been added. With an office of such small size in the past it did not seem to be necessary to have an officer assigned to security check. I feel that had the security check sheet procedure been in effect, [REDACTED] would either have discovered the violation or been responsible for not having detected it.

4. I have taken the following administrative actions within this office to minimize the possibility of any future security violation:

a. In addition to regular security practices, I have instructed that the secretaries's file trays on the desks will contain no books, envelopes, nor papers of any sort when the secretaries leave.

b. I have instructed that the last person to leave the office is responsible for signing the security check sheet. Generally, although there have been and will be exceptions, either [REDACTED] or I is the last person to leave the office.

[REDACTED]  
SA/DDS&T

Attachments: 1. DDS&T-1747-63  
2. DDS&T-2019-63

DDS&T-2364-63  
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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

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